

# Personnel Issues & You



UPPS Newsletter 2000-07

July 1, 2000

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agencies/personnel/  
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

## New Name, New Look

Remember the "Bulletins on Health Insurance, Personnel, and Payroll" aka the UPPS Newsletter? It is still around, but with a new name and a new look. In our continuing effort to respond to agency needs, we want to expand the issues addressed in this newsletter. Therefore, we needed a name that would encompass all the areas of personnel issues, not just health insurance, personnel, and payroll.

We sponsored a contest open to Personnel Cabinet employees to

come up with a new name that would illustrate the information contained in this newsletter. Congratulations go to Sylvia Mena, Administrative Specialist III in the Office of Administrative and Legal Services who submitted the title "Personnel Issues & You". Sylvia submitted this name because the newsletter expresses concerns that "clearly affect the employees and the overall operations of state government." Sylvia also helped design the new look and will be enjoying one night's lodging at the State Park of her choice. ☼

## One Year Promotional Probation

Effective July 14, 2000 all classifications that serve a one year initial probation will now serve a one year promotional probation due to promotion. This was changed in the last Legislative Session. We have modified the P-1 edits to handle this on-line and batch. ☼

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## Notice from Treasury

**Use of utility #5008** – When you receive a child support order and it says to send the money to the following, please use #5008. Division of Child Support, P.O. Box 14059, Lexington, Kentucky 40512 or Cabinet for Families & Children, Centralized Collection Unit, P.O. Box 14059, Lexington, Kentucky 40512.

Under federal law, all in-state child supports will eventually go to one location – the Centralized Collection Unit in Lexington. The transition from the individual Friend of the Court operations in each county to the unified system is being done gradually. As the Treasurer's Office receives notification that the local county operations are phased out, they will ensure that the deduction codes are corrected in the payroll system.

The Treasury also sends the following reminder. If a child support order or a wage garnishment comes in, it needs to be set up on the next available payroll **not** pay period unless the order specifically says when to begin withholding.

## Health Insurance/ Commonwealth Choice Matters

### Pacificare Update

Effective January 1, 2001, Pacificare will no longer offer insurance to the state group. Pacificare will continue to participate with our group and our employees will be covered until December 31, 2000. During the upcoming Open Enrollment, employees currently enrolled in Pacificare will have to select a new plan available to them.

### Revised Commonwealth Choice COBRA Letter(s)

The Health Insurance Branch has revised the COBRA letter(s) for Commonwealth Choice. The letter(s) and appropriate forms are attached. Please begin using the revised letter(s) immediately. ☼

## LEAVE SHARING FORMS

Effective July 1, 2000 all agencies can discontinue sending their Sick Leave Sharing forms to Personnel. 18A.197(4) states in part "The Personnel Cabinet shall maintain records of leave transferred between employees and of utilization of transferred leave." This procedure can now be accomplished by using one of the Payroll Screens. Since Payroll Officers handle leave sharing, they will now use payroll transaction 265, flag S or flag 19 as the System calls it. The flags are as follows:

IF POP-FLAG19 = '1'  
MOVE 'DONATED SICK' TO FLAGSO

IF POP-FLAG19 = '2'  
MOVE 'RECEIVED SICK' TO FLAGSO

IF POP-FLAG19 = '3'  
MOVE 'BOTH SICK' TO FLAGSO

IF POP –FLAG19 = '4'  
MOVE 'DONATED ANNUAL' TO FLAGSO

IF POP-FLAG19 = '5'  
MOVE 'RECEIVED ANNUAL' TO FLAGSO

IF POP-FLAG19 = '6'  
MOVE 'BOTH ANNUAL' TO FLAGSO

IF POP-FLAG19 = '7'  
MOVE 'DONATE SICK-ANN' TO FLAGSO

IF POP-FLAG19 = '8'  
MOVE 'RECD SICK & ANN' TO FLAGSO

IF POP-FLAG19 = '9'  
MOVE 'BOTH SICK & ANN' TO FLAGSO

This change will be put into production on June 30<sup>th</sup>, and the new Popy Screen D will be available on Monday, July 3<sup>rd</sup> for entry. ☼

## Welcome New Employee

We would like to welcome Stephany Ivers, who comes to us from the Department of Corrections. She is the secretary for Commissioner Herb Sheeting. Stephany has been in State Government for approximately four years. So, welcome aboard! ☼

## Update on IPPS Feasibility Study

The IPPS feasibility study is moving right along. PriceWaterHouseCoopers, along with the "Core" team of Personnel have made a presentation to the Leadership Team, Cabinet Secretaries, and CIOs from various agencies.

Interviews have been conducted with the Technical Team, which consists of employees from the Personnel Cabinet, GOT, and other agencies, including AOC, and LRC. From these interviews, we were able to create a Business Model of Functional Domains such as Staffing, Position Management, Performance Management, etc.

Having identified the domains, three two-day workshops were held with subject matter experts from various agencies. These workshops refined the Business Model by re-defining requirements within each domain. This enables us to complete one document that will be given to the Technical Team as well as the workshop participants to validate.

We would like to thank everyone for their participation and input for this important study. It is very important that agencies be actively involved in the process. We will continue to keep you updated as we proceed with this study. You can also access information on the IPPS study at

<http://www.state.ky.us/agencies/personnel/ipps.htm>

⌘

## New Retirement Rates

Effective July 1, 2000 employer retirement contribution rates for all employers participating in the Kentucky Retirement Systems will change as stated on the attached memorandum.

Additionally, as a result of Senate Bill 87 the employee contribution rate for Kentucky Employees Hazardous Retirement System will increase from 7% to 8% effective with the pay period beginning July 16, 2000. ⌘

## Special Payroll Reports

The following are special reports located on RDS/Document Direct that all payroll officers need to monitor:

**PERUPPK8 – Employees Not Coded for Health Insurance.** This report gives the name, SSN, type of employee, and the date of employment. It should be checked each month to determine if any eligible employees have been missed.

**PERUPPH1 – P-081 Employees Not Coded for Retirement.** Any eligible employee listed should be checked to make sure that they have the correct retirement code.

**PERUPPM1 – Employees Not Having State Paid Life.** This report should be checked in order to determine if any eligible employees are not receiving this benefit.

Keep in mind that *interim employees* are listed on these reports but are not eligible for any of these benefits. These reports are valuable and if reviewed on a regular basis can keep you out of an arrears situation. We will be reviewing other special reports available to you that will make your life easier if not more fun. ⌘

## Class Not Eligible for Block 50 Payments

The following title code is not eligible for Block 50 payments pursuant to 101 KAR 2:102 Section 5(2)(c) because it has been deemed to be in a "policy making" position:

### **9937 Medicaid Services Division Director**

Please add this title code to your existing list of classes not eligible for Block 50 payments. ⌘

**COBRA - COMMONWEALTH CHOICE (Employee)  
HEALTH CARE FLEXIBLE SPENDING ACCOUNT  
(FSA)**

Rev. 6/00



**SAMPLE**  
USE AGENCY LETTER HEAD

**MEMORANDUM**

TO: \_\_\_\_\_  
(Eligible Employee)

\_\_\_\_\_  
(Social Security Number)

FROM: \_\_\_\_\_  
(Insurance Coordinator)

SUBJECT: Notification of Right for Continuation of Commonwealth Choice Health Care Flexible Spending Account (FSA) under COBRA

DATE OF NOTIFICATION: \_\_\_\_\_

An employee has the option of continuing the Health Care Flexible Spending Account only, health insurance only, or both.

The following qualifying event entitles you to continue your Health Care Flexible Spending Account under COBRA:

☐ Termination of employment , ☐ Reduction of hours , or ☐ LWOP

THE DATE OF YOUR QUALIFYING EVENT IS \_\_\_\_\_. If you do **NOT** elect COBRA, your Commonwealth Choice FSA account will terminate as of close of business on this date. This means you will only be eligible for reimbursement of eligible expenses you incurred prior to this date, unless you elect COBRA. If you do not elect COBRA, you will have 90 days from the date your account terminates \_\_\_\_\_ (Qualifying Event Date) to request reimbursement for eligible expenses incurred prior to \_\_\_\_\_ (Qualifying Event Date)

If you decide **NOT** to continue your account, please indicate this on the attached COBRA election form and return to my office as soon as possible. **NOTE: If you elect not to continue your Health Care Spending Account under COBRA, you will NOT be allowed to participate for the remainder of the plan year, should you return to active employment.**

If you wish to continue your Health Care Spending Account, proceed with the following:

1. Complete the attached COBRA Election Form.
2. Return the COBRA Election Form and first payment to:  
NAME: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Page #2  
**MEMORANDUM-COBRA FSA (Employee)**

The completed Election Form must reach this office within 60 calendar days of \_\_\_\_\_\*\*  
when your Health Care Flexible Spending Account will terminate.

**\*\* Date of Loss of Participation or Notification whichever is later.**

3. Your first payment should be included with your COBRA Election Form, but in no event should payment be later than 45 days from the date you signed the election Form. The first payment must make your account current (e.g. if the first payment is made three months after termination, the check must include three months of payments to update contributions to your account).

4. You must make future payments by the 30th of each month **payable to Hunt, DuPree, Rhine, & Assoc.** and forward checks to:

Commonwealth Choice COBRA Administrator  
Personnel Cabinet  
200 Fair Oaks Lane, Room 501  
Frankfort, Kentucky 40601

5. The amount of your current annual election is \$ \_\_\_\_\_. The unused portion  
of your account as of your qualifying event is \_\_\_\_\_. Your monthly  
payment will be \$ \_\_\_\_\_ (includes a 2% administrative fee). You  
can verify your account balance by calling 1-800-403-2839.

If either of the following circumstances occur, your COBRA eligibility for FSA participation will terminate immediately:

- (1) the former employer no longer offers a Flexible Spending Account program or
- (2) failure on your part to make payments in a timely manner.

This notification is your only notice for payment amounts and deadlines, etc. Employees **will not** be billed monthly for COBRA payments. Failure to make payments on time will result in termination of your account. Payments are considered timely only if they are received within 30 days of the due date. Keep this memorandum for future reference.

If you have any questions regarding this memorandum, you may contact me at  
( ) \_\_\_\_\_.

**COBRA ELECTION FORM**  
**COMMONWEALTH CHOICE HEALTH CARE SPENDING ACCOUNT**



- I have read this form and the notice of rights. I would like to decline/waive my right to continuation coverage under the Commonwealth Choice Health Care Spending Account. I further understand that by declining COBRA, I will NOT be eligible to participate in the Spending Account program for the remainder of the plan year, should I return to active employment status.

- I also would like to decline/waive the election for my dependent child(ren).\*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

- I have read this form and the notice of rights accompanying this form and I understand my right to elect continuation of Commonwealth Choice Health Care Flexible spending Account effective \_\_\_\_\_ (insert date of your qualifying event). I understand that if I fail to make my payment in a timely fashion, my Flexible spending Account will terminate.

**Please check one.**

☐ I elect Health Care Flexible Spending Account continuation under the Plan.

☐ I elect Health Care Flexible Spending Account continuation under the Plan for my child(ren).  
(List Names) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Child\*: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by Insurance Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

\* Parent or Guardian must sign for minor child.

# COBRA - COMMONWEALTH CHOICE (Dependents) HEALTH CARE FLEXIBLE SPENDING ACCOUNT (FSA) SAMPLE

USE AGENCY LETTER HEAD

## MEMORANDUM

TO: \_\_\_\_\_  
(Qualified spouse or Child(ren))  
\_\_\_\_\_  
(Social Security Number)

FROM: \_\_\_\_\_  
(Insurance Coordinator)

Agency Use
_____ Name of Employee
_____ Social Security#

SUBJECT: Notification of Right for Continuation of Commonwealth Choice Health Care Flexible Spending Account (FSA) under COBRA

DATE OF NOTIFICATION: \_\_\_\_\_

A dependent has the option of continuing the Health Care Flexible Spending Account only, health insurance only, or both.

The following qualifying event entitles you to continue your Health Care Flexible Spending Account under COBRA. :

- Termination by employee
- Employee's hours reduced – no longer eligible
- Employee goes on LWOP
- Death of employee
- Divorce or legal separation
- Dependent child ceases to be an eligible dependent

The date of your qualifying event is \_\_\_\_\_. **Your account will terminate as of close of business on this date and you will only be eligible for reimbursement of expenses you incurred prior to this date, unless you elect COBRA. (90 Days from date of term in which to submit)**

If you decide **NOT** to continue your account, please indicate this on the attached COBRA election form and return to my office as soon as possible.

If you wish to continue your Health Care Spending Account, proceed with the following:

1. Complete the attached COBRA Election Form.
2. Return the COBRA Election Form and first payment to:  
NAME: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

## MEMORANDUM-COBRA FSA (Dependent)

The completed Election Form must reach this office within 60 calendar days of \_\_\_\_\_\*\*  
Date of Loss of Participation or Notification whichever is later.

3. Your first payment should be included with your COBRA Election Form, but in no event should payment be later than 45 days from the date you sign the election Form. The first payment must make your account current (e.g. if the first payment is made three months after termination, the check must include three months of payment to update contributions to your account).
4. You must make future payments by the 30<sup>th</sup> of each month **payable to : Hunt, DuPree, Rhine, Assoc.** and forward checks to:

Commonwealth Choice COBRA Administrator  
Personnel Cabinet  
200 Fair Oaks Lane, Room 501  
Frankfort, Kentucky 40601

5. The amount of the members current annual election is \$ \_\_\_\_\_. The unused portion  
Total  
in the account as of your qualifying event is \_\_\_\_\_. Your monthly payment will be  
\$ \_\_\_\_\_ (includes a 2% administrative fee). You can verify the account  
balance by calling 1-800-403-2839.

If either of the following circumstances occur, your COBRA eligibility for FSA participation will terminate immediately:

- (1) the former employer no longer offers a Flexible Spending Account program or
- (2) failure on your part to make payments in a timely manner.

This notification is your only notice for payment amounts and deadlines, etc. You **will not** be billed monthly for COBRA payments. Failure to make payments on time will result in termination of your account. Payments are considered timely only if they are received within 30 days of the due date. Keep this memorandum for future reference.

If you have any questions regarding this memorandum, you may contact my at

(     ) \_\_\_\_\_-\_\_\_\_\_.



**COBRA ELECTION FORM - Dependents**  
**COMMONWEALTH CHOICE HEALTH CARE SPENDING ACCOUNT**

- I have read this form and the notice of rights. I would like to decline/waive my right to continuation coverage under the Commonwealth Choice Health Care Spending Account.
- I also would like to decline/waive the election for my dependent child(ren).\*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

Dependent \_\_\_\_\_ Age \_\_\_\_\_ Signature \*

- I have read this form and the notice of rights accompanying this form, and I understand my right to elect continuation of Commonwealth Choice Health Care Flexible spending Account effective \_\_\_\_\_ (insert date of your qualifying event). I understand that if I fail to make my payment in a timely fashion, my Flexible spending Account will terminate.

**Please check one.**

☐ I elect Health Care Flexible Spending Account continuation under the Plan.

☐ I elect Health Care Flexible Spending Account continuation under the Plan for my child(ren). (List Names) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Child\* \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by Insurance Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

\* Parent or Guardian must sign for minor child.



Kentucky Employees Retirement System  
County Employees Retirement System  
State Police Retirement System

**KENTUCKY RETIREMENT SYSTEMS**  
Perimeter Park West  
1260 Louisville Road  
Frankfort, Kentucky 40601



Pamala S. Johnson  
General Manager  
Phone 502-564-4646  
FAX# 502-564-5656

**MEMORANDUM**

**TO:** Agencies Participating in the Kentucky Retirement Systems  
Kentucky Employees Retirement System  
County Employees Retirement System  
State Police Retirement System

**FROM:** Pamala S. Johnson, General Manager  
Kentucky Retirement Systems *[Signature]*

**DATE:** November 1, 1999

**SUBJECT:** Contribution Rates for Fiscal Year 2000-2001

The following employer contribution rates have been adopted by the Board of Trustees at their October 25, 1999, meeting in accordance KRS 61.565 and the recommendation of the actuary as a result of the June 30, 1999 annual actuarial valuation.

<b>KERS nonhazardous</b>	<b>5.89%</b>
<b>KERS hazardous</b>	<b>18.84%</b>
<del>CERS nonhazardous</del>	<del>6.34%</del>
<del>CERS hazardous</del>	<del>16.28%</del>
<b>SPRS</b>	<b>21.58%</b>

Changed, see attached  
Memorandum of 5/18/00

These rates are expected to be effective July 1, 2000, for all employers participating in the Kentucky Retirement Systems. These rates may be changed by action of the 2000 General Assembly. Participating employers will be informed following the session of any adjustments to the employer contribution rates.





Kentucky Employees Retirement System  
County Employees Retirement System  
State Police Retirement System

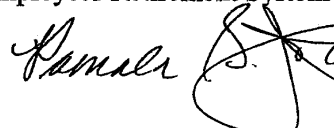
KENTUCKY RETIREMENT SYSTEMS  
Perimeter Park West  
1260 Louisville Road  
Frankfort, Kentucky 40601



Pamala S. Johnson  
General Manager  
Phone 502-564-4646  
FAX# 502-564-5656

MEMORANDUM

TO: Agencies Participating in the County Employees Retirement System

FROM: Pamala S. Johnson, General Manager  
Kentucky Retirement Systems 

DATE: May 18, 2000

SUBJECT: Contribution Rates for Fiscal Year 2000-2001

The following employer contribution rates have been adopted by the Board of Trustees at their May 18, 2000, meeting in accordance KRS 61.565 and the recommendation of the actuary as a result of legislative changes enacted by the 2000 General Assembly.

<b>CERS nonhazardous</b>	<b>7.17%</b>
<b>CERS hazardous</b>	<b>16.78%</b>

These rates are higher than the rates adopted by the Board at their November 18, 1999, Meeting as a result of the enactment of Senate Bill 288 and House Bill 258.

Please distribute copies of this memorandum to the individuals responsible for your budget.




AN EQUAL OPPORTUNITY EMPLOYER M/F/D



# Commonwealth of Kentucky Personnel Cabinet Integrated Payroll/Personnel System (IPPS) Feasibility Study

The Personnel Cabinet has contracted with

**PRICEWATERHOUSECOOPERS**  to conduct a feasibility study for a new integrated payroll/personnel system. This site will contain current information concerning this study.

In addition to the Purpose of the Study and the Project Vision Statement, general information as well as updates for the technical team will be posted here.

If you have any questions concerning the information contained on this site please contact **Jackie Shrout**, the Project Manager for this Feasibility Study. She can be reached by phone (when she's not in meetings) at 502-564-6464. You can also contact **Carl Felix**, Project Liaison, at 502-564-6883, ext. 2515.

[Purpose of the Study](#)

[Project Vision Statement](#)

[Project Team Established](#)

[Technical Team Updates](#)

*(Added to Webpage 6-23-2000)*

# Kentucky Integrated Payroll/Personnel System (IPPS)

## Purpose of the Study

The Personnel Cabinet is mandated to maintain the official records of all state employees. The Cabinet is further mandated to generate accurate and timely payroll tapes to ensure that state employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> (February 28<sup>th</sup>) of each month.

The current statewide Payroll/Personnel System was implemented in 1982. It is an old mainframe COBOL system. It has been customized so extensively that it can no longer accept new versions. This has resulted in significant programming hours being devoted to tax changes as well as other normal maintenance.

The system is not Y2K compliant. It has been modified to appear to be (by using a 30-year patch).

There is limited workflow associated with the system. Any workflow process has been developed as a stand-alone sub-system, such as for remote entry, routing and approval of personnel action requests.

The personnel and payroll masters are separate and unique data files, resulting in the duplication of data entry and storage. The system is not "effective date" sensitive enough to accommodate the processing of current personnel actions and holding those actions for the payroll which follows in a half a month.

The taxing authority of the cities and counties has resulted in a tax-withholding nightmare. Many of the cities have occupational taxes separate and in addition to the occupational tax effective for the county. The differing maximums and withholding rates results in over- and under-payments, as well as many refund requests. The payroll system is also limited to having 5 active taxing locations, while many employees whose jobs require them to travel need to have more than 5 occupational taxes withheld.

The position control function is tied to an organization file. This prevents submission of actions prior to the effective date of the organization structure, resulting in the delay of issuance of merit system applicant registers.

The database is so large that it cannot be queried easily. Only SAS or COBOL reports can be produced, reducing the ability to do spontaneous reporting.

The payroll system software is limited to 70 voluntary deductions and 30 special pays. These have not proven to be sufficient for the myriad situations encountered.

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## **Project Vision Statement**

The Personnel Cabinet desires an assessment of the business requirements that should be within the scope of an Integrated Payroll/Personnel System and a feasibility study to determine what the cost, time frame and implementation factors would be to implement an Integrated Payroll/Personnel System.

The Cabinet is interested in the new system utilizing, where possible, "off the shelf" technology to perform its mandated tasks while saving time and paper processing. The new system should be web enabled and be able to interface with the Cabinet's Personnel Web-Site. There should be a self-service component in the new system that would allow employees to update personnel information in the payroll/personnel system like home address, number of dependents and tax withholding information. Other state agencies should have access to the Payroll/Personnel system to submit payroll/personnel actions and generate reports as needed. The suggested system must interface with other existing systems both within the Cabinet and in other state agencies.

The vision encompassed in this section is included as a general description of the Personnel Cabinet's vision. The Cabinet has no preconceived notion of the most appropriate strategies, phasing in of functions, and software and hardware requirements needed to achieve a fully functional, web enabled Payroll/Personnel System. Any implementation approach that conforms to the Commonwealth's strategic plan and technical architecture will be entertained.

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## **Project Team Established**

The Personnel Cabinet has designated staff to serve on the Integrated Payroll/Personnel System team (IPPS). This team consists of empowered key functional representatives who can provide the business and technical knowledge necessary to make informed and timely decisions. Of the many challenges this team will face, forming a business partnership with the vendor is most critical. A jointly managed and staff project team will help provide the most effective way of ensuring that deliverables are met with minimum risk.

#### TECHNICAL TEAM UPDATES

*(Added to Webpage 6-23-2000)*



# Kentucky Payroll/Personnel System (IPPS)

## Technical Team Information

[Draft Communications Plan Template](#)

[Kickoff Meeting of May 30, 2000](#)

[Project Plan Calendar](#)

[Functional Domains](#)

# **DRAFT Communications Plan Template for the Commonwealth of Kentucky Integrated Payroll/Personnel System**

**May, 2000**

## **Communications Plan**

### ***Introduction***

The Integrated Payroll/Personnel System (IPPS) Project at the Personnel Cabinet of the Commonwealth of Kentucky will begin to pave the road to ensure the Commonwealth has a system able to meet current and future requirements. Communications should be viewed as a critical factor in any change effort, thus this plan provides a roadmap for the project's communications program.

This plan makes use of various forms of communication, taking into account the message being delivered.

### ***Communication Goals***

At the highest level, the goal of the communications plan is to assist in a successful implementation.

## ***Message Development Strategy***

The recommended approach to creating and developing messages for the IPPS project is to form the communications plan around the following phases of the project:

<b>Project Phase</b>	<b>Communication Message</b>
<i>Milestone 1</i>	Gain buy-in to the project scope and approach
	Solidify stakeholder commitment
	Ensure compelling reasons for the change and project scope are clear to all stakeholders
	Allow for two-way communication during the assessment of critical business requirements
<i>Milestone 2</i>	Maintain support during the vendor COTS fit analysis
	Maintain awareness (e.g., project status, feasibility results)
	Build momentum for the new system and inevitable changes

## ***Message Delivery Strategy***

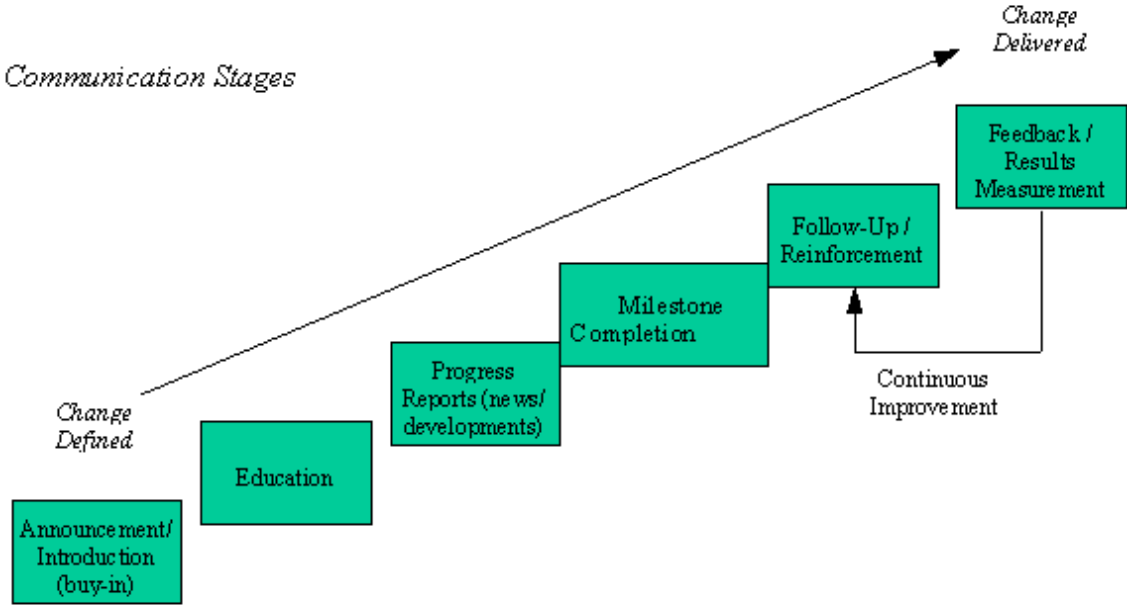
The message delivery strategy is based on audience, key messages, and communication vehicles. See the [Sample Communications Matrix](#).

## ***Critical Success Factors***

A Communications Plan that is well coordinated and communicated is critical to the success of the IPPS Project as well as the next phase, implementation of a new system. In addition, due to the various initiatives occurring under the Empower Kentucky umbrella, communications takes on an even greater role.

## ***The End Results***

The result of the Communications Plan is that all identified stakeholders continuously receive communications about the project, and the communications move from "change defined" to "change delivered."



In order to achieve these stages, the following checklist should be used as a guideline when designing and developing specific communications:

Current State	Delta State	Future State
Explain why the change is necessary	Repeat the message again and again	Describe successes and challenges

Explain the consequences of not making a change	Provide for two-way communication	Reiterate the need for change
Acknowledge success and failure of previous changes	Provide information in a variety of ways	Acknowledge the efforts of all those involved
Describe the future state, according to the Commonwealth's vision and goals		Present results of feasibility study
Explain the process for achieving the goals		Set the stage for the system implementation
		Keep communication flowing between the end of the IPPS project and the start of the system implementation

# SAMPLE COMMUNICATIONS MATRIX

Project Component	Message	Audience	Vehicle	Responsibility	Frequency	Date	Status
Project Kick-off							
Status Reports							
Core Team Meetings							
Subject Matter Expert (SME) Meetings							
Technical Team Meetings							
Steering Committee Meetings							
Empower Kentucky Leadership Meetings							
Project Updates							

Communications can be formal or informal. The audience and message must always be considered when determining the communications vehicle.

<b>Formal</b>	<b>Informal</b>
<ul style="list-style-type: none"><li>● decision making procedures</li><li>● meetings:<ul style="list-style-type: none"><li>○ one-on-one</li><li>○ small group</li><li>○ video conference</li><li>○ focus groups</li><li>○ all-hands</li><li>○ staff meetings</li><li>○ briefings</li><li>○ town-hall</li></ul></li><li>● status reports</li><li>● newsletters</li></ul>	<ul style="list-style-type: none"><li>● hallway conversations</li><li>● telephone</li><li>● voice-mail</li></ul>



- Commonwealth website
- IPPS microsite
- e-mails
- training

*(Added to Webpage 6-23-2000)*

# Agenda

6/1/00

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# PPT Slide

Kentucky Payroll/Personnel System (IPPS) – Kickoff Meeting May 30, 2000

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# Agenda

## Topic Person Time

- **Welcome/Introductions BL 5 Min**
- **Background JS 15 Min**
- **Project Vision RP 10 Min**
- **Critical Success Factors RP 5 Min**
- **Break 10 Min**
- **Team Organization CF 5 Min**
- **Roles and Responsibilities CF 10 Min**
- **Project Approach RP 10 Min**
- **Next Steps RP 10 Min**
- **Project Plan RP 10 Min**
- **Q/A 30 Min**

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During the Kentucky Payroll/Personnel System (IPPS) Kickoff Meeting, the Functional Domains for the project were further refined.

**Functional Domains**

1. Position Management, to include:
  - defining the organizational structure
  - defining positions using the PD (Position Description)
  - approving and classifying new positions
  - managing the number of positions by agency budget
2. Staffing, to include:
  - Job description
  - Job classification/compensation
  - Selection method
  - Advertising
  - Recruiting (interview/reviewing application)
  - Testing
  - Screening (Registry requirements for top 5)
  - Agency interview/selection/offer
  - Employment (close-out)
3. Employee Relations
  - Grievances
  - Disciplinary process
  - KEAP/Referral process
  - Communications
  - Employee Recognition/Suggestion system
4. Benefits
  - Workers' compensation
  - Dental
  - Health insurance
  - Life insurance
  - Unemployment insurance
  - Flexible Spending Accounts
  - Retirement/Deferred Compensation
5. Compliance
6. Classification
7. Compensation
8. Payroll, to include:
  - Time & Attendance
  - Tiered compensation
9. Performance Management
10. Health/Safety – to include Security
11. Separation
12. Workforce Planning (management focused)

13. Skills Inventory, to include:

- Orientation
- Training/education
- Tracking
- Career development (employee focused)

Additional notes:

- We will address Collective Bargaining with the Steering Committee;
- Some General Requirements:
  - Records Management – general automation
  - Reporting (e.g., ad hoc, distributed) will fall under each of the main functional domains.



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The Personnel Cabinet was created by Executive Order 96-909, which became effective on July 16, 1996. Governor Paul E. Patton realized that elevating the Personnel Department to Cabinet status would allow for greater efficiency and improved administration in the recruitment and retention of a competent, motivated workforce. The Personnel Cabinet shall provide the leadership and services necessary for effective, efficient, and innovative human resources management of the highest quality for Kentucky State Government, its employees, and the citizens of the Commonwealth.

The Personnel Cabinet does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and provides, upon request, reasonable accommodation, including auxiliary aids and services.





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